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STATE OF ARIZONA

SCHOOL FINANCE MEMORANDUM 07-016

TO:　　　　All Districts and Charters

FROM:　　　Philip Williams, Deputy Associate Superintendent of School Finance

DATE:　　　October 19, 2006

SUBJECT:　　Revised 915 Deadlines; Data Correction Request Process

Pursuant to Laws 2006, Chapter 353, 2nd Regular Session, Section.7 (House Bill 2874)
"A school district or charter school may not make upward revisions to its average daily membership counts for a particular school year after June 30 of the subsequent school year."

To allow for processing to complete before June 30, School Finance will make the following changes to the 915 process which will now be referred to as the Data Correction Request process:

- All Data Correction Requests must be submitted on or before close of business May 15, 2007.
- As of May 15 any data correction requests for membership data earlier than the prior fiscal year will no longer be honored. In other words, May 15th, 2007 is the deadline for any FY06 or prior Data Correction Requests.
- All upload windows for data corrections to prior fiscal years will be closed by end of the business day May 31, 2007.
- Any corrections that need to be made to data earlier than the prior fiscal year may still be considered if the change does not increase state-aid and/or budget capacity for that year.

Instructions for submitting a Data Correction Request may be found at the following URL.
http://www.ade.az.gov/Schoolfinance/FAQs/DataCorrectionReq/DCRInstrs.pdf

Once the request has been received, it will be logged for tracking purposes. An automatic response will be emailed to the SAIS Coordinator as indicated in ADE records. After the request has been reviewed, a School Finance team member will notify you by email when your window into the Student Detail Data Interchange (SDDI) is open to upload your data changes. Please allow one day for the processing, after uploading, before calling to check on the status.